

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which include the management of the operation of a fire station, and the supervision of a company of firefighting personnel and equipment on an assigned shift. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, provide for the maintenance of all equipment and apparatus, and participate in the training of subordinate employees. Fire Captains work with a high degree of independence, and report to and have work reviewed by the Assistant Fire Chief. This class ranks directly below the class of Assistant Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of one fire station for one shift. Makes recommendations to superior officers regarding the operations of the department. Participates in the research and planning for the department. Reviews records of previous shift activities, and briefs incoming Fire Captain on current shift activities.

Answers fire alarms from dispatcher, records all information, and supervises driving of fire apparatus to emergency scene. Communicates with dispatcher from fire scene. Assumes incident command until relieved by a superior officer. Supervises emergency scene operations including fire suppression, size-up, rescue, forcible entry, ventilation, salvage and overhaul, emergency medical procedures, and hazardous materials.

Supervises subordinate fire department personnel. Issues orders and assigns work schedules and duty areas. Inspects the appearance of assigned equipment and personnel. Evaluates and discusses the work performance of subordinates. Counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Maintains discipline.

Participates in fire prevention efforts of the department. Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly. Inspects commercial businesses and public assemblies to ensure compliance with fire codes and local ordinances. Reports fire hazards or safety violations to the appropriate authority. Investigates the causes, origins, and circumstances of fires. Secures the fire

scene to prevent removal or damage of evidence of suspected arson. Protects, preserves, reports and maintains the chain of custody of any evidence of arson.

Assists in the training of department personnel. Trains subordinates in basic fire fighting by personally conducting training in classroom, drills and evolutions and "on-the-job" training.

Provides for the maintenance of department records, such as records of activity, inventory records, or any other records which may be required. Writes reports, and completes assigned forms and records.

Provides for the repair and upkeep of property and equipment by reporting all repair and replacement needs. Inspects fire apparatus for proper placement and maintenance of tools and equipment, such as protective breathing apparatus, portable fire extinguishers, and hand tools. Conducts daily radio checks.

Makes presentations and demonstrations related to fire prevention and fire safety. Conducts tours of department facilities for school or civic groups. Participates in special community projects designed to improve public relations or the image of the fire department.

Performs any fire related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Firefighter/Operator with at least two (2) years in that class immediately preceding the closing date of application to the board.

